

PROCEDURES FOR DONATION OF ADJUDICATED PROPERTIES

- 1) Applicant to complete application form. (Application Fee \$100, certified funds only, payable to City of Shreveport)** All information, fees and signatures requested in application must be completed. Incomplete applications will not be processed and will be returned to the applicant. The Caddo Parish Tax Assessor's Office located in the Caddo Parish Courthouse, 223-6701, has all the information needed to complete the application. Property Management does not have any of this information, nor do we have a list of properties available. The Renovation and Maintenance Plan must include detailed plans for property, benefits to neighborhood, all costs and sources of funds, and estimated time for completion.
- 2) Determination of surplus property by all taxing authorities.**
- 3) Applicant to provide Title Report. (Title Report Fee \$125)** City of Shreveport will provide a list of approved title companies to applicant. Fee and title report contents have already been agreed to by all parties.
- 4) Applicant to provide Appraisal report. (Appraisal Report, lot without improvements \$150, lot with improvements \$250, large tracts with acreage are negotiable)** City of Shreveport will provide a list of approved appraisers to applicant. Fees and appraisal report contents have already been agreed to by all parties.
- 5) Applicant to make request for donation and provide notification fee. (Notice Fee \$5 per interested party noted on Title Report)** City of Shreveport will request applicant to make request for donation and notice fee of \$5 per interested party noted on title report.
- 6) City of Shreveport will notify all interested parties noted on Title Report.** Legal time limit is sixty (60) days from date last green card received or advertisement run.
- 7) City of Shreveport to determine date and time of bidding session and run notice advertisement to Public.** City of Shreveport will notify the Public of the date and time of the bidding session. City of Shreveport reserves the right to reject any or all bids.
- 8) After bidding session, City of Shreveport will prepare ordinance submitting highest bid to the City Council for approval.** If no one appears to bid against you, your bid will be the high bid. If others appear to bid on property, then everyone can submit a sealed bid. If your bid is not the highest, you will receive all fees back and they will be added to the highest bid amount. Ordinance submitted to City Council for approval.
- 9) City of Shreveport will notify purchaser of date and time to sign deed.**

**CITY OF SHREVEPORT
APPLICATION FOR DONATION OF ADJUDICATED PROPERTY**

**GENERAL INFORMATION
PAGE 1**

1 DATE OF APPLICATION: _____

2. NAME OF INDIVIDUAL MAKING
APPLICATION ON BEHALF OF
501(c)(3) or 501(c)(4) ORGANIZATION:

3. NAME OF 501(c)(3) OR 501(c)(4)
ORGANIZATION:

IN PRINT

IN PRINT

ADDRESS

ADDRESS

CITY, STATE, ZIP

CITY, STATE, ZIP

TELEPHONE NUMBER

TELEPHONE NUMBER

FAX NUMBER

FAX NUMBER

4 GENERAL PURPOSE OF 501(c)(3) OR 501(c)(4) ORGANIZATION:

5. MUNICIPAL ADDRESS, CITY, STATE, AND ZIP CODE OF PROPERTY REQUESTED:

6. ASSESSOR'S GEOGRAPHIC NUMBER OF PROPERTY REQUESTED:

7 INTENDED USE OF PROPERTY REQUESTED:

**CITY OF SHREVEPORT
APPLICATION FOR DONATION OF ADJUDICATED PROPERTY**

**REQUIRED ATTACHMENTS
PAGE 2**

- 8. INTERNAL REVENUE SERVICE
LETTER DEMONSTRATING
501(c)(3) OR 501(c)(4) STATUS**

- 9. APPLICATION FEE: \$100.00 CERTIFIED CHECK ONLY
NON-REFUNDABLE PROCESSING FEE**

- 10. RENOVATION AND
MAINTENANCE PLAN PLAN MUST INCLUDE STATEMENT OF
ANTICIPATED BENEFITS TO THE
NEIGHBORHOOD AND COMMUNITY AT
LARGE; ESTIMATED COSTS OF PLAN;
A DETAIL OF ALL SOURCES OF PLAN
FUNDS; AND ESTIMATED TIME FOR
COMPLETION OF PLAN.**

**PLEASE NOTE: APPLICATIONS WHICH ARE RECEIVED WITHOUT ITEM
NUMBERS 8, 9, AND 10 WILL NOT BE PROCESSED.**

**CITY OF SHREVEPORT
APPLICATION FOR DONATION OF ADJUDICATED PROPERTY**

**GENERAL CONDITIONS
PAGE 3**

THE CITY OF SHREVEPORT MAKES NO WARRANTIES OR GUARANTEES OF ANY KIND WHATSOEVER, EXPRESS OR IMPLIED WITH RESPECT TO THE CONSTITUTIONALITY OF THE DONATION OF ADJUDICATED PROPERTY. THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR ANY PARTICULAR PURPOSE ARE HEREBY DISCLAIMED AND EXCLUDED. THE CITY OF SHREVEPORT SHALL NOT BE LIABLE TO ANY APPLICANT, DONEE, OWNER, OR ANY THIRD PARTY FOR ANY SPECIAL, PUNITIVE, INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM THE SALE OF ADJUDICATED PROPERTY.

THE DONATION OF ADJUDICATED PROPERTY IS AUTHORIZED UNDER LOUISIANA CONSTITUTION ARTICLE 7, SECTION (14)(B)(6), LSA-R.S. 33:4717.3, AND OTHER STATE STATUTORY PROVISIONS. ALL APPLICANTS ARE STRONGLY ADVISED TO OBTAIN LEGAL COUNSEL PRIOR TO MAKING AN APPLICATION FOR DONATION OF ADJUDICATED PROPERTY. THE USE OF ADJUDICATED PROPERTY AS COLLATERAL AND THE ABILITY TO RESELL OR RECONVEY ADJUDICATED PROPERTY IS NOT WARRANTED OR GUARANTEED. IF PROPERTY IS ENCUMBERED WITH FEDERAL TAX LIENS, THE INTERNAL REVENUE SERVICE HAS THE RIGHT TO REDEEM SAID PROPERTY BEYOND THE DATE OF DONATION. THE APPLICANT SHALL NOT HAVE ANY RECOURSE AGAINST THE CITY OF SHREVEPORT, ITS MAYOR, THE SHREVEPORT CITY COUNCIL, OR ANY OF THE CITY'S DIRECTORS, OFFICERS, ADMINISTRATORS, EMPLOYEES, ATTORNEYS OR ANY OTHER AGENT FOR ANY DEFECT OF TITLE OR ANY DEFECT IN THE PROPERTY.

THE UNDERSIGNED HEREBY AGREES AND CERTIFIES THAT I HAVE READ AND UNDERSTAND THE APPLICATION AND GENERAL CONDITIONS FOR THE DONATION OF ADJUDICATED PROPERTY. I FULLY UNDERSTAND AND AGREE THAT IN ACCORDANCE WITH SAID CONDITIONS, I AM NOT THE ORIGINAL OWNER OF RECORD OR AN IMMEDIATE FAMILY MEMBER OF THE ORIGINAL OWNER OF RECORD, NOR DO I HOLD A FINANCIAL INTEREST IN THE ADJUDICATED PROPERTY NOTED IN THIS APPLICATION FOR DONATION OF ADJUDICATED PROPERTY.

PRINT NAME OF 501(c)(3) OR 501(c)(4) ORGANIZATION

PRINT NAME OF INDIVIDUAL MAKING APPLICATION ON
BEHALF OF 501(c)(3) OR 501(c)(4) ORGANIZATION

SIGNATURE

DATE